

RECOMMENDED READING FOR TRUSTEES

General Information

Arney, Mary. *Library Boards: Who Are They and How Do They Get There?* ALTA Publications, No. 7. Chicago: American Library Trustee Association, 1988.

Biggs, Mary, and Kramer, Glenna, eds. "We Have Been There, Too: Library Board Essentials for Effectiveness." *Wilson Library Bulletin*, 68, (May 1994): 32–35.

Holland, Thomas P. *How to Build a More Effective Board*. Washington, D.C.: National Center for Nonprofit Boards, 1996.

Houle, Cyril O. *Governing Boards: Their Nature and Nurture*. San Francisco: Jossey-Bass Publishers, 1989.

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Ihrig, Alice B. *Decision Making for Public Libraries*. Hamden, Conn.: Library Professional Publications, 1989.

Short, Jack. *Library Trustee Guidelines*. Avon, Conn.: Consultant Publications, 1994.

Young, Virginia G. *The Library Trustee: A Practical Guidebook*. 5th ed. Chicago: American Library Association, 1995.

Young, Virginia G. *The Trustee of a Small Public Library*. 2d ed. Chicago: American Library Association, 1992.

Administration

Gertzog, Alice, and Edwin Beckerman. *Administration of the Public Library*. Metuchen, N.J.: Scarecrow, 1994.

Weingand, Darlene E. *Administration of the Small Public Library*. 3d ed. Chicago: American Library Association, 1992.

Board Organization

Dorsey, Eugene C. *The Role of the Board Chairperson*. Washington, D.C.: National Center for Nonprofit Boards, 1992.

Ingram, Richard T. *Ten Basic Responsibilities of Nonprofit Boards*. Washington, D.C.: National Center for Nonprofit Boards, 1996.

Buildings

Brawner, Lee, and Donald K. Beck, Jr. *Determining Your Public Library's Future Size: A Needs Assessment and Planning Model*. Chicago: American Library Association, 1996.

Building Blocks for Library Space: Functional Guidelines. Chicago: American Library Association, 1995.

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Dahlgren, Anders C. *Planning the Small Library Facility*. 2d ed. Chicago: American Library Association, 1996.

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Duties and Responsibilities

Belanger, David. "Board Games: Examining the Trustee/Director Conflict. *Library Journal*, 120, (November 15, 1995): 38–41.

Davies, Jeanne. *Major Duties, Functions and Responsibilities of Public Library Trustees: An Outline*. Chicago: American Library Trustee Association, 1988.

Manley, Will. *For Library Trustees Only . . . For Library Directors Only*. Jefferson, N.C.: McFarland, 1993.

Swan, James. *Working Together: A How-To-Do-It Manual for Trustees and Librarians*. New York: Neal-Schuman Publishers, 1992.

Williams, Lorraine M. *The Library Trustee and the Public Librarian: Partners In Service*. Metuchen, N.J.: Scarecrow, 1993.

Friends of the Library

Dolnick, Sandy. *Friends of Libraries Sourcebook*. 3d ed. Chicago: American Library Association, 1996.

Herring, Mark Y. *Organizing Friends Groups: A How-To Manual For Librarians*. New York: Neal-Schuman Publishers, 1993.

Short, Jack. *Library Friends Guidelines*. Avon, Conn.: Consultant Publications, 1997.

Funding and Budgeting

Daubert, Madeline J. *Financial Management for Small and Medium-Sized Libraries*. Chicago: American Library Association, 1993.

Hill, Malcolm K. *Budgeting and Financial Record Keeping in the Small Public Library*. 2d ed. Chicago: American Library Association, 1993.

Martin, Murray S., and Milton T. Wolf. *Budgeting for Information Access*. Chicago: American Library Association, 1998.

Prentice, Ann E. *Financial Planning for Libraries*. 2d ed. Metuchen, N.J.: Scarecrow, 1996.

Rounds, Richard S. *Basic Budgeting Practices for Librarians*. 2d ed. Chicago: American Library Association, 1994.

Grants and Fundraising

Big Book of Library Grant Money, 1998–1999. Chicago: American Library Association, 1998.

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Corson-Finnerty, Adam Daniel, and Laura Blanchard. *Fundraising and Friend-Raising on the Web*. Chicago: American Library Association, 1998.

Jeavons, Thomas H. *Public Libraries and Private Fund Raising: Opportunities & Issues*. Evanston, Ill.: Urban Libraries Council, 1994.

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Swan, James. *Fundraising for the Small Library*. New York: Neal-Schuman Publishers, 1990.

Hiring and Evaluating the Library Director

Cole, Jack and Suzanne H. Mahmoodi. *Selecting a Library Director*. Saint Paul, Minn.: Friends of Library Development and Services Library, 1998.

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Saulmon, Sharon A. *Sample Evaluations of Library Directors*. Chicago: American Library Association, 1997.

Insurance/Security/Disaster Preparedness

Brand, Marvine. *Security for Libraries: People, Buildings, Collections*. Chicago: American Library Association, 1984.

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Intellectual Freedom

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Policy Making

General

Baughman, James C. *Policy Making for Public Library Trustees*. Englewood, Colo.: Libraries Unlimited, 1993.

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Collection Development

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Personnel

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Volunteers

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Periodicals

ALTA Trustee Voice. Published by the American Library Trustee Association, a division of the American Library Association, for its members. Quarterly.

American Libraries. Chicago: American Library Association. Monthly.

Friends of Libraries U.S.A. News Update. Chicago: Friends of Libraries U.S.A. Quarterly.

Library Journal. New York: Bowker. Semimonthly.

Public Libraries. Chicago: American Library Association. Quarterly.

Audiovisual Materials

Be Prepared: Security and Your Library. Videocassette. 35 min. Chicago: American Library Association, 1994.

John Carver on Board Governance. Videocassette. 120 min. San Francisco: Jossey-Bass, 1993.

Leading the Way: Creating a Board That Works. Videocassette. 20 min. Evanston, Ill.: Urban Libraries Council, 1997.

Library Advocacy Now! Videocassette. 23 min. Chicago: American Library Association, 1996.

Library Lobbying: A Primer for Trustees. Videocassette. 16 min. Chicago: American Library Association, 1983.

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Making Friends: Organizing Your Library's Friends Groups. Videocassette. 20 min. H. W. Wilson Co., 1987.

Meeting the Challenge: An Orientation to Nonprofit Board Service. Videocassette. 34 min. Washington, D.C.: National Center for Nonprofit Boards, 1998.

Recognizing Fundraising Opportunities. Videocassette. 11 min. Chicago: American Library Association, 1998.

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Trustee 2000: Change, Changes, Changed, Changing . . . Entering the Electronic Doorway . . . Are You Ready? Videocassette. 18 min. Rhinebeck, N.Y.: Langa Communications, 1994.

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